
REEMPLOYMENT OF RETIRED STATE EMPLOYEES

Status: Active Policy
Effective Date: July 1, 2006 through June 30, 2008
Revised Date: June 14, 2006
Approved By: J. Stephen Fletcher, CIO
Authority: *UCA §49-11-504; Utah Administrative Code R477-4*

4.1 PURPOSE

To establish a procedure that shall be followed when making an offer of employment to a former State employee who retired under Utah Retirement Systems.

4.1.1 Background

State law (UCA §49-11-504) allows for the reemployment of former State employees who have retired from State service. Since retired State employees have voluntarily terminated employment, they have no exclusive rights to be rehired and must be treated as any other job applicant.

4.1.2 Scope

This policy applies to all employees given hiring authority within the Department of Technology Services (DTS).

4.1.3 Exceptions

None

4.2 POLICY

4.2.1 Reemployment of any individual who has retired under the Utah Retirement System (URS) shall be consistent with the UCA §49-11-504, Utah Retirement Systems Employers Guide, Human Resource Management Rule, and DTS policy.

4.2.2 The Executive Director shall have final approval of all hires of individuals who have retired under URS. All hires include individuals for both career service (Schedule B) positions and career service exempt (Schedule A) positions.

4.2.3 Agency management shall secure the final approval from the Executive Director prior to making an offer of employment to any individual who has retired from URS.

4.3 PROCEDURE

4.3.1 Career Service (Schedule B) Appointments

- 4.3.1.1 The retiree shall be hired through an approved competitive process consistent with Human Resource Management Rule R477-4.
- 4.3.1.2 The salary shall be approved by the Executive Director and shall be within the approved salary range.
- 4.3.1.3 The retiree, if in a position eligible for employee benefits, must work 20 or more hours per week to qualify for benefits.
- 4.3.1.4 Before extending an offer of reemployment to a retired former State employee, the hiring authority shall:
 - 4.3.1.4.1 Document through a cost benefit analysis how the reemployment will be a benefit to the Department.
 - 4.3.1.4.2 Submit the proposed employment offer to the DTS Office of Human Resources for review of compliance with DHRM rules and State law. This proposal shall include the hiring officials recommended salary step for the reemployment of the former State employee.
 - 4.3.1.4.3 The Office of Human Resources shall secure the approval of the Executive Director.
 - 4.3.1.4.4 An individual approved to be reemployed under this section shall be rehired into a probationary status for the period of time required by the job classification.

4.3.2 Career Service Exempt (Schedule A) Appointments

- 4.3.2.1 Agency managers shall comply with the *DTS Recruitment of Schedule A Positions Policy* in selecting career service exempt positions.
- 4.3.2.2 Agency managers shall follow procedures 4.3.1.2 through 4.3.1.4.3 outlined under *Career Service (Schedule B) Appointments* prior to making an offer of employment to an individual who has retired under URS.
- 4.3.2.3 In order for an employee to go from a Schedule A position to a Schedule B position, they must go through an open competitive process as outlined under *Career Service (Schedule B) Appointments*.

4.3.3 Notification of the Utah Retirement Systems

The Office of Human Resources shall notify URS of the reemployment of any former employee under this policy, consistent with UCA §49-11-504.

4.4 RELATED DOCUMENTS

- Utah Retirement Systems Employers Guide
- Department of Human Resource Management Employee Handbook

DOCUMENT HISTORY

Originator:	Larene Wyss, DTS HR
Next Review:	May 15, 2008
Reviewed Date:	June 14, 2006
Reviewed By:	Larene Wyss, DTS HR